

## CERTIFICATION/RECERTIFICATION FOR A NATIONAL COURSE\* OR ASSOCIATION OF REAL ESTATE LICENSE LAW OFFICIALS (ARELLO) CERTIFIED COURSE

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### Application and Certification Procedures for a National Course or ARELLO Certified Course

- ❖ Submit a completed application form which includes at least a summary describing the course content, course time, and a course table of contents, and: 1) For a national course – official documentation confirming current national certification for both the course and instructor; 2) For an ARELLO course – official documentation confirming ARELLO certification for both the course and the provider.
- ❖ All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will **not** be considered. Please allow 45 days for processing.
- ❖ Course certification expires and must be recertified prior to the end of each even-numbered year; failure to recertify will result in forfeiture of the course certification. **The recertification deadline is November 30 of each even-numbered year.**
- ❖ Application fee (nonrefundable) - \$25.00. Attach a check for \$25.00 payable to "Commerce and Consumer Affairs." Include a \$10.00 restoration fee if course certification has forfeited (i.e. expired).

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### Application and Recertification Procedures for Nationally or ARELLO Certified Courses

- ❖ Submit a completed application form which includes any updated documentation for the course, instructor or provider.
- ❖ All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will **not** be considered. Please allow 45 days for processing.
- ❖ Course certification expires and must be recertified prior to the end of each even-numbered year; failure to recertify will result in forfeiture of the course certification. **The recertification deadline is November 30 of each even-numbered year.**
- ❖ Application fee (nonrefundable) - \$25.00. Attach a check for \$25.00 payable to "Commerce and Consumer Affairs." Include a \$10.00 restoration fee if course certification has forfeited (i.e., expired).

\* "National Course" means a national course delivered by an instructor certified by the National Association of Realtors or its affiliates or the Building Owners and Managers Association, the Community Associations Institute, or other national organization approved by the Commission.

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 586-2645 to submit your request.

**REAL ESTATE COMMISSION**  
**State of Hawaii**  
**Professional and Vocational Licensing Division**  
**Department of Commerce and Consumer Affairs**  
**250 South King Street, Suite 702**  
**Honolulu, Hawaii 96813**

FOR OFFICE USE ONLY	
Approved/Date:	Certification No.:
Denied/Date:	Credit Hours:
Cashier's Validation:	

**APPLICATION FOR CONTINUING EDUCATION CERTIFICATION/  
 RECERTIFICATION FOR NATIONALLY OR ASSOCIATION OF REAL ESTATE  
 LICENSE LAW OFFICIALS (ARELLO) CERTIFIED COURSES**

Check appropriate box: ☐ Certification ☐ Recertification

1.	Name of Course: _____  Number of Credit Hours: _____  Check the type of course: <input type="checkbox"/> A national course taught by a nationally certified instructor certified by the National Association of REALTORS or its affiliates; or <input type="checkbox"/> A national course taught by a nationally certified instructor certified by, including but not limited to: the Building Owners and Managers Association, the Community Associations Institute, or other national organization approved by the Commission. <input type="checkbox"/> A course and provider certified by the Association of Real Estate License Law Officials									
2.	Certified Provider: Name, Address and Phone No. of Certified Provider and Administrator's Name          									
3.	List the names of all instructors and their national certifications held, if applicable:  <table border="0"> <thead> <tr> <th><u>Name of Instructor</u></th> <th><u>National Certification</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		<u>Name of Instructor</u>	<u>National Certification</u>	_____	_____	_____	_____	_____	_____
<u>Name of Instructor</u>	<u>National Certification</u>									
_____	_____									
_____	_____									
_____	_____									
4.	Method of course delivery (check appropriate box): <input type="checkbox"/> Live Seminar <input type="checkbox"/> Distance learning with interactive instructional techniques. Describe briefly: _____ _____									

For Cashier's Use Only:

Application	\$25.00	905
Service Fee	\$15.00	BCF
Restoration	\$10.00	905

**Attach copies of national certification of course and instructors, or of ARELLO certification of course and provider as applicable.**

I hereby verify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.

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Signature of Administrator

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Date